

Municipality/Organization: Westport

EPA NPDES Permit Number: MA041174

MassDEP Transmittal Number: W-042447

Annual Report Number & Reporting Period: Year 15
April 1, 2017 – March 31, 2018

**NPDES PII Small MS4 General Permit
Annual Report
(Due: May 1, 2018)**

Part I. General Information

Contact Person: Timothy King Title: Town Administrator

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Mailing Address: 816 Main Road, Westport, MA 02790

Certification:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Signature: 

Printed Name: Timothy King

Title: TOWN ADMINISTRATOR

Date: May 27, 2018

Part II. Self-Assessment

The Town of Westport has completed the required self-assessment and has determined that our municipality is in compliance with all permit conditions, except for the following provisions:

Part III. Summary of Minimum Control Measures

1. Public Education and Outreach

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities
1.1	Signage at major tributaries	Highway Surveyor	27 signs installed and maintained marking watershed tributaries	Westport River Watershed Alliance maps and monitors sign conditions	Maintain signage with WHD Assistance
Revised					
1.2	Development of Stormdrain/MS4 Maps	Highway Surveyor	Improve Stormwater system map	Attended BBAC Stormwater Collaborative meeting. Shared data and processes with the Buzzards Bay NEP	Continue updates with GIS mapping Continue to attend workshops, training
Revised					
1.3	“Mutt Mitt” dog waste bags @ public landings	WRWA	Installed at 2 town public landings	Installed at 2 town landings, WRWA resupplies bags at one location, neighborhood association the other	Implement enforcement of Sanitary Dog regulation by Board of Health
Revised					
1.4	Informational flyer on NPS pollution prevention for homes and citizens	WRWA	http://westportwatershed.org/wrwa/wp-content/uploads/2011/09/WRWAWEBNPS-flyer.pdf	WRWA produced educational fliers about water resources protection mailed to all town residences and businesses and available at Town buildings WRWA authored curriculum, implemented in school department	Continue to promote public awareness of water resource protection Continue to implement curriculum
1.5	Storm water curriculum for grades 6 & high school	School Department/ WRWA	Implement curriculum for 2018-19 school year		

1.6	Stormdrain stencils	WRWA/ Highway Surveyor	Help keep harmful pollution out of your MS4 storm drains and the Westport River	Purchased through grant 900 “No Dumping, Drains to River” high density plastic markers	Install on catchbasins within MS4 area. Record location with GPS.
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1a. Additions

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities
2.1 Revised	Shoreline cleanups	Highway Surveyor ----- Beach Committee	May 6, 2017 cleanup September 23, 2017 cleanup WRWA	With WRWA; support two annual clean-ups; record number of volunteers and distance of shoreline cleaned.	Complete similar efforts annually
2.2 Revised	Hazardous Material Collection	Board of Health ----- WRWA	Limited Hazardous Material Collected ----- April 19, 2017 Annual Electronics waste collection	Ongoing at transfer-station (fluorescent bulbs, oil)	Research funding for community hazardous waste collection events.
2.3 Revised	Community Septic Management Program	Board of Health/ Board of Selectmen	With funds from Water Pollution Abatement Trust and MADEP to offer loans to repair failed septic systems. MADEP offered loans for failed septic systems, repairs and upgrades	CSMP program approved at Nov. 13, 2012 Town Meeting. In January 2013 funds were received by WPAT. To date 24 systems have been completed and 1 system is in process of being fixed.	Continue to promote CSMP program to residents. Applications are no longer being accepted, link to application: http://www.hgsitebuilder.com/files/writable/uploads/hostgator509639/file/bettermentapplication-revd1-9-13.pdf The Westport Board of Health and Water Resource Management Committee are seeking additional funding continue to provide a Community Septic Management Program.
2.4	Stormwater Management Program	Highway Department	Locate and clean storm drain outfalls	Highway department has included storm drainage system cleaning, repair and replacements as part of Chapter 90 street construction.	Continue to include storm drainage infiltration improvements when streets are reconstructed

2a. Additions

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities
3.1	Illicit discharge prohibition	WRMC	Enforcement of Provisions of Illicit Discharge Bylaw	Illicit Discharge Permit Approved At Annual Town Meeting in May of 2017.	Identification, recording and elimination of Illicit Discharges
Revised		BOS			
3.2	Bacteria Source tracking support for MA DEP	WRWA MA DEP	Bacteria source tracking in Westport River and 303d listed tributaries.	Bacteria source tracking surveys in multiple segments of 303d listed Westport watershed and tributaries.	Continue to support the MA DEP Bacteria Source tracking work in the watershed.
Revised					
3.3	Stormwater Sewer System Map update	Highway Department	Update map within 2 years of New Small MS4 general permit effective date	Used mapping from BBNEP to show location of catch basins and outfalls.	Improve existing coordinates and data to update outfalls, open channel conveyances, water bodies and catchment delineations and add to BBNEP map.
Revised					

3a. Additions

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities

4.1	Planning Board Subdivision Regulation	Planning Board	Review of Plans	The Planning Board had a number of projects that were reviewed for conformance with stormwater compliance. (See list). The Planning Board also is reviewing a number of projects that were being constructed during that period to ensure that the stormwater systems were being installed in accordance with the design plans. The Planning Board has hired a consultant engineer to inspect and approve of all drainage installations.	Town Planner reviewing regulations
Revised	Site Plan Review				
4.2	Planning Board Subdivision Regulation	Planning Board	Site plan zoning and Low Impact Development Bylaw	Subdivision Rules and Regulations were revised and adopted by the Planning Board in January 2017, with updated stormwater design requirements.	Reviews ongoing to ensure compliance with new regulations.
	Site Plan Review		Accepted at 2011 Town Meeting		
4.3	Planning Board Zoning Regulation - amendments	Planning Board	District zoning Common driveways Flexible frontage	Originally approved on May 2012 Town Meeting. Rules and regulations revised at 2014 town meeting.	Reviews ongoing
4.4	Public access to parcel and GIS data layers on Town Website	Assessors office	Online, digital public access https://westportma.mapgeo.io/	Online, digital public access. Completed GIS mapping of Public Water System	Increase local data for GIS mapping of town infrastructure
Revised					
4.5	Inspection and enforcement procedures	Planning Board, Conservation Commission	Enforce Construction Site Storm Water Runnoff Control	Small MS4 general permit released	Draft written procedures for inspections and enforcement
4.6	Requirements for Construction Operators to Implement Sediment and Erosion Control Program	Planning Board, Conservation Commission	Sediment and Erosion Control Requirements	Small MS4 general permit released	Develop and adopt written procedures for inspections and enforcement.

4a. Additions

5. Post-Construction Stormwater Management in New Development and Redevelopment

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities
5.1 Revised	Planning Board Subdivision Regulation	Planning Board	Regulation change and LID bylaw established	All development plans are being reviewed in accordance with low impact development guidelines.	Reviews ongoing
5.2 Revised	Stormwater Regulations for sites less than 5,000 sq. feet	Board of Health	Enforce regulations	Review regulations annually – Board of Health now requires that all plans submitted for review include reference to stormwater management plans	Review and enforce regulations for planned activities
5.3	Planning Board Zoning Regulation - amendments	Planning Board	District zoning Common driveways Flexible frontage	Rules and regulations updated. Engineering consultant hired to oversee construction	Reviews ongoing
			Inspections to ensure conformance with approved plans		
5.4	Estimation of impervious and directly connected impervious areas	Planning Board	Estimate IA and DCIA of rooftops, parking lots and roadways	GPS, training and software acquired throughout 2016	Use software and GPS. Use and collect existing data
5.5	Street design and parking lot guidelines	Planning Board, Highway Department	Develop a report assessing requirements that affect the creation of impervious cover.	Update of Planning Board’s Site Plan Rules and Regulations.	Draft written guidelines for street and parking lot design.

5a. Additions

5.6a	Projects Reviewed for Storm water Compliance Between April 1, 2017 and March 31, 2018	Planning Board	Stormwater regulation Compliance	<p>Planning Board Projects reviewed for stormwater April 1, 2017 - March 31, 2018</p> <p>Subdivisions 17-008C – Subdivision - Soares 651-655 Main Rd (2 lot subdivision) 17-009X – Subdivision - Legacy Lane (Natalie's Way) (naming an unnamed way) 17-011C – Subdivision - Modification Blue Acres Way- Carvalho (1 additional lot) 17-016C– Subdivision - OSRD-IHSP Francis Estates (16 lot subdivision OSRD) 18-001CSP-LID – Subdivision - Riverside Woods – (4 lot subdivision)</p> <p>Site Plans 17-010SPA Council on Aging Senior Center - Reed Rd parking lots 17-0012SPA Sousa Car Lot 17-013SPA Acoaxet Chapel parking area 17-014SPA HELM Realty LLC</p> <p>Special Permits 17-015SP-CD-S Clean Energy - Horseneck Road 17-016C-OSRD-IHSP Francis Estates 18-001CSP-LID Riverside Woods - Olivia Lane - Old Pine Hill Road - Tripp</p>	

6. Pollution Prevention and Good Housekeeping in Municipal Operations

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities
6.1	Highway Dept. Policy Guide	Highway Surveyor	Policy Guide produced	Adherence to policies	Conduct training, use feedback to target future agenda
Revised	Highway Dept. Annual Training	Highway Surveyor	Training on guide	Yearly training on guide	WRWA will work with Highway Surveyor and clerk to develop a written document outlining safety and housekeeping protocols for Highway Department for 2018 MS4

6.2	Highway Dept. Permit Filing	Highway Surveyor	Work with ConCom to develop order of conditions	ongoing –	ongoing
6.3	Street Sweeping	Highway Surveyor	Sweep streets 2 times per year	ongoing	ongoing
Revised					
6.4	Catch basin cleaning	Highway Surveyor	Clean over 400 catch basins 2 times per year	Document 1,491 catch basins with 33 new basins installed in 2016	cleaning ongoing – Highway Dept seeking funds for new truck/clam shell cleaner
Revised					
6.5	O&M for town owned structural BMPs	Highway Surveyor	Implement O&M for 319 funded municipal BMPs	Forebays and catch basins cleaned two times a year	ongoing
Revised					
6.6	Municipal worker training	Board of Health, Planning Board, Highway Dept.		Town Planner attended MS4 training and information sessions. Fred Civian met with WRMC on multiple occasions to discuss new MS4 permitting requirements.	Ongoing. Board of Health attends yearly training by DEP on septic illicit discharge and other related topics Highway Department attends Stormwater Permit compliance workshops
Revised					

6a. Additions

6.7	MS4 Annual Report	Board of Selectmen, WRWA	Report filed for 2016-17	submit annual report before deadline	ongoing

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) <<if applicable>>

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities
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7.1	Public release of Estuaries Report for Westport	WRMC,	TMDL for nitrogen in the Westport River watershed.	Final Westport River Estuarine system TMDL for Total Nitrogen Loading approved on May 4, 2017.	Ongoing review of Septic Design standards to reduce nitrogen load.
Revised	TMDL for nutrients	Board of Selectmen			Working with Ag Commission on BMP
7.2	Water Resource Management Committee (WRMC)	Board of Selectmen	Combined Stormwater Management Committee and Water and Sewer Committee	Review various stormwater issues and recommends improvements. Recommended Massworks Grant for Public Sewer extension. Working on New septic system regulations to reduce nitrogen.	Continue to work with Town Boards to implement an adaptive management strategy for TMDL compliance.
Revised			Meets 8-12 times in 2016.		
7.3					
Revised					
7.4	Denitrification Septic Systems	Planning Board, Board of Health, WRMC	Minimize Nitrogen from new septic systems	Planning Board has required as part of the approval process a denitrifying septic system for single family homes requiring special permits. WRMC is working on a Denitrification Board of Health Regulation for septic systems.	Systems will be monitored by the Planning Board and the Board of Health Submit draft denitrification regulations to Board of Health for Approval

7a. Additions

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities
7.5.a	SRF Funding	Planning Board WRMC	Improve Water, Stormwater, & Wastewater	Awarded \$150,000 from the State Revolving Fund to fund a Targeted Intergrated Water, Wastewater and Stromwater Plan	Approval of Funding at Annual Town Meeting.
Revised					If Approved begin the planning process.

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

The Westport Water Resources Management Committee was established by the Board of Selectmen to combine the Water & Sewer Committee, the Ponds

Committee, the Stormwater Committee and the Estuaries Committee to work towards consensus on water issues affecting the Town to include drinking water, fresh water, stormwater, nitrogen management and infrastructure options. The Committee consists of nine members, one representative from each of the five voting precincts and one representative from each of the following entities: Conservation Commission, Board of Health, Highway Department and Westport River Watershed Alliance.

During 2017, the Water Resource Management Committee had several primary areas of focus: (1) drafting a denitrification septic system regulation, (2) drafting an application for a MassWorks grant to design and build one mile of sewer along Route 6, and (3) preparing the notice of intent (NOI) on how the Town would meet “new” Massachusetts Small MS4 requirements.

As for the latter, which is the focus of this permit request, the Committee was very active. First, it jointly sponsored an Illicit Discharge Bylaw (one of six minimum control measures) with the Planning Board that successfully passed Town Meeting in May 2017. Second, the Committee received guidance from Fred Civian of the Mass. Department of Environmental Protection (DEP) on numerous occasions on how to meet new MS4 requirements. Third, the Committee Chairman and Assistant Town Administrator attended a CEI seminar on the new MS4 with representatives of the DEP and the US Environmental Protection Agency. In addition, the WRMC was instrumental in helping to move the responsibility for our MS4 preparation from the Highway Department to the Office of the Assistant Town Administrator to insure a more timely and professional completion.

When the Massachusetts MS4 was appealed to the District of Columbia Circuit Court, we halted work on the project. We now await the decision of the Court as to what the “new new” MS4 will look like.

Part V. Program Outputs & Accomplishments (OPTIONAL)

(Since beginning of permit coverage unless specified otherwise by a **, which indicates response is for period covering April 1, 2017 through March 31, 2018)

Programmatic

	(Preferred Units)	Response
Stormwater management position created/staffed	(y/n)	N
Annual program budget/expenditures **	(\$)	0
Total program expenditures since beginning of permit coverage	(\$)	UNKNOWN
Funding mechanism(s) (General Fund, Enterprise, Utility, etc)		DONATED

Education, Involvement, and Training

Estimated number of property owners reached by education program(s)	(# or %)	9,000
Stormwater management committee established	(y/n)	Y
Stream teams established or supported	(# or y/n)	Y

Shoreline clean-up participation or quantity of shoreline miles cleaned **	(y/n or mi.)	Y
Shoreline cleaned since beginning of permit coverage	(mi.)	5 mi
Household Hazardous Waste Collection Days		
▪ days sponsored **	(#)	0
▪ community participation **	(# or %)	0
▪ material collected **	(tons or gal)	
School curricula implemented	(y/n)	Y

Legal/Regulatory

	In Place Prior to Phase II	Reviewing Existing Authorities	Drafted	Draft in Review	Adopted
Regulatory Mechanism Status (indicate with "X")					
▪ Illicit Discharge Detection & Elimination	x	X			X
▪ Erosion & Sediment Control		x			X
▪ Post-Development Stormwater Management					X

Mapping and Illicit Discharges

	(Preferred Units)	Response
Outfall mapping complete	(%)	75
Estimated or actual number of outfalls	(#)	1524
System-Wide mapping complete (complete storm sewer infrastructure)	(%)	25
Mapping method(s)		
▪ Paper/Mylar	(%)	

▪ CADD	(%)	
▪ GIS	(%)	75
Outfalls inspected/screened **	(# or %)	25%
Outfalls inspected/screened (Since beginning of permit coverage)	(# or %)	55%
Illicit discharges identified **	(#)	3
Illicit discharges identified (Since beginning of permit coverage)	(#)	15
Illicit connections removed **	(#); and (est. gpd)	0
Illicit connections removed (Since beginning of permit coverage)	(#); and (est. gpd)	0
% of population on sewer	(%)	0%
% of population on septic systems	(%)	100%

Construction

	(Preferred Units)	Response
Number of construction starts (>1-acre) **	(#)	4
Estimated percentage of construction starts adequately regulated for erosion and sediment control **	(%)	100%
Site inspections completed **	(# or %)	75%
Tickets/Stop work orders issued **	(# or %)	1
Fines collected **	(# and \$)	
Complaints/concerns received from public **	(#)	

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	100
Site inspections (for proper BMP installation & operation) completed **	(# or %)	75%
BMP maintenance required through covenants, escrow, deed restrictions, etc.	(y/n)	N
Low-impact development (LID) practices permitted and encouraged	(y/n)	Y

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets) **	(times/yr)	2
Average frequency of catch basin cleaning (commercial/arterial or other critical streets) **	(times/yr)	2
Qty of structures cleaned **	(#)	820
Qty. of storm drain cleaned **	(%, LF or mi.)	80%
Qty. of screenings/debris removed from storm sewer infrastructure **	(lbs. or tons)	200 YARDS
Disposal or use of screenings (landfill, POTW, compost, beneficial use, etc.) **	(location)	COMPOST
Basin Cleaning Costs		0
<ul style="list-style-type: none"> Annual budget/expenditure (labor & equipment)** 	(\$)	IN HOUSE
<ul style="list-style-type: none"> Hourly or per basin contract rate ** 	(\$/hr or \$ per basin)	0
<ul style="list-style-type: none"> Disposal cost** 	(\$)	0
Cleaning Equipment		
<ul style="list-style-type: none"> Clam shell truck(s) owned/leased 	(#)	1
<ul style="list-style-type: none"> Vacuum truck(s) owned/leased 	(#)	0
<ul style="list-style-type: none"> Vacuum trucks specified in contracts 	(y/n)	0
<ul style="list-style-type: none"> % Structures cleaned with clam shells ** 	(%)	100
<ul style="list-style-type: none"> % Structures cleaned with vector ** 	(%)	0

(Preferred Units) Response

Average frequency of street sweeping (non-commercial/non-arterial streets) **	(times/yr)	2
Average frequency of street sweeping (commercial/arterial or other critical streets) **	(times/yr)	2
Qty. of sand/debris collected by sweeping **	(lbs. or tons)	UNKNOWN
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.) **	(location)	COMPOST HIGHWAY DEPT YARD
Annual Sweeping Costs		
<ul style="list-style-type: none"> Annual budget/expenditure (labor & equipment)** 	(\$)	IN HOUSE
<ul style="list-style-type: none"> Hourly or lane mile contract rate ** 	(\$/hr. or ln mi.)	IN HOUSE
<ul style="list-style-type: none"> Disposal cost** 	(\$)	N/A

Sweeping Equipment		
• Rotary brush street sweepers owned/leased	(#)	1 OWNED
• Vacuum street sweepers owned/leased	(#)	0
• Vacuum street sweepers specified in contracts	(y/n)	0
• % Roads swept with rotary brush sweepers **	%	100
• % Roads swept with vacuum sweepers **	%	0

Reduction (since beginning of permit coverage) in application on public land of: ("N/A" = never used; "100%" = elimination)		
▪ Fertilizers	(lbs. or %)	N/A
▪ Herbicides	(lbs. or %)	N/A
▪ Pesticides	(lbs. or %)	N/A
Integrated Pest Management (IPM) Practices Implemented	(y/n)	Y

	(Preferred Units)	Response
Average Ratio of Anti-/De-Icing products used ** (also identify chemicals and ratios used in specific areas, e.g., water supply protection areas)	% NaCl % CaCl ₂ % MgCl ₂ % CMA % Kac % KCl % Sand	33% NaCl 66% Sand
Pre-wetting techniques utilized **	(y/n or %)	N
Manual control spreaders used **	(y/n or %)	Y
Zero-velocity spreaders used **	(y/n or %)	N
Estimated net reduction or increase in typical year salt/chemical application rate (total used)	(±lbs/ln mi. or %)	1036 TONS
Estimated net reduction or increase in typical year sand application rate **	(±lbs/ln mi. or %)	
% of salt/chemical pile(s) covered in storage shed(s)	(%)	100
Storage shed(s) in design or under construction	(y/n or #)	N
100% of salt/chemical pile(s) covered in storage shed(s) by May 2008	(y/n)	Y

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Water Supply Protection

Storm water outfalls to public water supplies eliminated or relocated	# or y/n	
Installed or planned treatment BMPs for public drinking water supplies and their protection areas	# or y/n	Y
<ul style="list-style-type: none"> Treatment units induce infiltration within 500-feet of a wellhead protection area 	# or y/n	